



# ISO 9000

## Lesson 6 The Registration Process

Prepared for NASA  
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**Student Notes:**

## Technical Requirements of Registration



- **Assessment Conducted by Certified Registrar**
- **Registrar Recommends Certification or Non-certification**
- **Registration Accreditation Board (RAB) Reviews Recommendation**
- **RAB Permits Registrar to Issue Certificate**
- **RAB Also:**
  - Recognizes Training Programs for Auditors
  - Certifies Auditors
  - Certifies Registrars
- **Quality System Is Registered, not Product**

### Student Notes:

See slide #7-7 for the relationship among the registrars, auditors, suppliers, and the Registrar Accreditation Board.

ISO 9000 registration implies the organization has a quality system that complies with ISO 9000 requirements. The registration/certification does not extend to the product or service.

## Selecting a Registrar



- Accreditation
- Scope
- Reputation
- Subcontractors
- Waiting Period
- Costs
- Location
- Needs Orientation
- Customer Acceptance

### Student Notes:

Information on registrars and registered companies may be obtained from the RAB and from McGraw-Hill.

McGraw-Hill publishes the *ISO 9000 Registered Company Directory*. It can be obtained by contacting the following address:

The McGraw-Hill Companies  
11150 Main Street, Suite 403  
Fairfax, VA 22030-5066  
Phone: 703-591-9008;  
Fax: 703-591-0971

This directory contains lists of all registered registrars and all registered companies categorized in various ways.

## Typical Steps to Accreditation



- 1. Application Form**
- 2. Quality Manual Audit**
- 3. Preliminary Assessment**
- 4. Full Audit**
- 5. Final Written Report**
- 6. Appeals Process**
- 7. RAB's Decision**
- 8. Semi-annual Follow-Ups**
- 9. Triennial Full Audits**

### Student Notes:

Most registrars follow this general outline. The supplier must establish a definite schedule that suits both the registrar and the supplier.

The preliminary assessment may be only a “desk” or document assessment, or it may also include a visit to the site.